

**Subject:** Fwd: Early Submission of D-time For Pay Period ending July 3, 2021

**From:** "Bill Lopez Jr." <bill.lopez.jr@lacity.org>

**Date:** 6/30/2021, 7:06 AM

**To:** Barry Rankins <barry.rankins@lacity.org>, Gildardo Luna <gildardo.luna@lacity.org>, Julio Hernandez <julio.hernandez@lacity.org>, Leopoldo Uribe <leopoldo.uribe@lacity.org>

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FYI,

Get your Dtime in early.



----- Forwarded message -----

From: **Rose Watson** <[rose.watson@lacity.org](mailto:rose.watson@lacity.org)>

Date: Tue, Jun 29, 2021 at 3:58 PM

Subject: Early Submission of D-time For Pay Period ending July 3, 2021

To: rap all <[rapall@lacity.org](mailto:rapall@lacity.org)>

Good afternoon RAP Staff,

Due to the 4th of July Holiday occurring on Monday, July 5, 2021, the following schedules must be followed:

- **DTIME** time sheets must be SUBMITTED by the end of the day on Friday, July 2, 2021, to give Approvers and Timekeepers time to correct and approve D-Time.
- **Paper-based** time sheets must be RECEIVED in the Payroll Section no later than 12:00pm on Friday, July 2, 2021.

**D-TIME must be APPROVED by NOON on Tuesday, July 6, 2021.**

Do not reject D-TIME time sheets after payroll deadline. Call or email your Payroll timekeeper for any changes/corrections on the employee's timesheet.

Please see attached Memo for additional information.

Thank you for your cooperation!

**\*\*Please share information with staff who do not have access to City emails\*\***

**Rose Watson**  
**Public Information Director**  
**Department of Recreation and Parks**  
**Media Relations/ Marketing**

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